



Vacancy Announcement

(Announcement Number: 14-07)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of AID Development Program Specialist- Senior Development Outreach and Communications (DOC) Specialist in the Program and Project Development Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified Candidates

POSITION: AID Development Program Specialist- Senior DOC Specialist, FSNPSC-11

OPENING DATE: March 25, 2014

CLOSING DATE: April 8, 2014 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Senior Development Outreach Communication (DOC) Specialist reports to the Program Officer and/or his/her designee, and collaborates closely with the Mission Director, Deputy Director, technical offices, and USAID implementing partners to develop and implement the overall Mission communications strategy. The Senior DOC Specialist collaborates with the U.S. Embassy Public Affairs Office (PAS) to ensure that Embassy personnel are properly apprised of USAID public activities and projects; and, serves as principal liaison with the USAID/Washington Bureau of Legislative and Public Affairs (LPA). The USAID/Nepal Mission manages the USG development program in Nepal, with a program budget of approximately US\$80 million per annum. The Mission portfolio includes a broad range of economic growth, agriculture, democracy and governance, health, education, and natural resource management program activities. The Senior DOC Specialist supports the Mission in the achievement of its objectives by producing and disseminating public information about Mission programs, projects, and activities in Nepal, and educating and promoting a better understanding of USAID programs. S/he is responsible for collecting, investigating, managing, and distributing information associated with the USAID foreign assistance program in Nepal, and serves as the primary Mission point of contact and liaison for information requests.

REQUIRED QUALIFICATIONS:

1. **EDUCATION:** A Bachelor of Arts degree in journalism, public relations, communications, English, or a related field is required. An advanced degree in a related field is desired.
2. **PRIOR WORK EXPERIENCE:** A minimum of five to seven years of progressively responsible experience in communications, public relations, or journalism, in an English-language work environment, is required. This experience should provide assurance that the Senior DOC Specialist is skilled in disseminating information to a variety of target audiences. Previous work with the USG or another international development organization is highly desirable.
3. **KNOWLEDGE:** Must have a thorough knowledge of the principles, methods, practices, and techniques of communication, and skill in applying such knowledge to develop written information materials for dissemination through a variety of media, in order to determine and effectively use the most appropriate means for transmitting information, and to evaluate the effectiveness of plans developed to communicate with targeted audiences. This includes an understanding of the use of written communication in developing news releases, feature stories, background statements, fact sheets, media spots, and scripts that effectively transmit information about complex USAID/Nepal programs/projects/activities and functions.

The work requires a solid understanding of websites; an excellent knowledge of English grammar and American word usage and spelling; a good knowledge of graphic design, printing, and publishing processes, and the ability to oversee printers and/or publishers; a general understanding of procurement processes; and, a broad understanding of issues related to international development.

4. **LANGUAGE:** Fluency (Level IV) in English and Nepali, both written and oral, is required.
5. **SKILLS AND ABILITIES:** Work requires skill in developing and maintaining effective relationships with media representatives, and the public affairs personnel of organized groups, and in establishing and enhancing communication between USAID and its audiences using media and groups; skill in making oral presentations designed to seek cooperation of specialized groups and media in providing fuller coverage to USAID/Nepal programs/projects/activities, and to encourage open communication between USAID/Nepal and its audiences; and, skill in analyzing the effectiveness of communication plans once implemented, and developing recommendations to change the nature of the USAID/Nepal public affairs program. The work requires excellent oral and written communications skills, including news and technical writing, editing, and research skills; strong organizational and project management skills, that may be applied within a multi-cultural work environment; and, the ability to work independently, taking initiative once guidance is provided, and managing several activities simultaneously and under pressure to meet deadlines. The Senior DOC Specialist must have strong interpersonal skills. The ability to establish and maintain collegial relations with press and media contacts, as well as Embassy and implementing partner counterparts, and to exercise sound judgment in representing the USG is demanded, along with the ability to manage interactions with high-level dignitaries and officials with maturity and confidence. The ability to travel throughout the host country, in order to organize and implement outreach events and visit project sites, is a requirement of

the position. Very good computer skills, including the use of MS Office, MS Outlook, MS PowerPoint, and Word are required. In addition, a basic familiarity Web design, Dreamworks, Acrobat, and other page making software is highly desired.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.